

APPENDIX F

CONTRACT DATA REQUIREMENTS

FAA Academy Air Traffic Instructional Support Services

Prepared by AMA-500 Staff
February 1, 2007

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of 2

A. Contract line Item No.		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]			
D. System/Item		E. Contract/PR No.	F. Contractor			
1. Data Item No. A001.		2. Title of Data Item Contractor Employment Status		3. Subtitle		
4. Authority		5. Contact Reference DTFAAC-07-D-		6. Requiring Office AMC-700		
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency ASREQ		
12. Date of First Submission See Blk 14.		13. Date of Subsequent Submission ASREQ		11. As of Date (AOD)		
14. REMARKS: The Contractor shall submit on/or before the fifth day of each month, any employment changes made during the reporting period. Such changes include: terminations (include name, SSN, and termination date), new hires (name, SSN, and hire date), and name changes. (Omit the SSN from CO and COR copies) The list should be in alphabetical order with the name of the Contractor and contract number. Copies will be distributed to the COR, CO, and AMC-700.			15. Distribution			
			a. Addressee	b. Draft Copies	c. Final Reg.	Copies Repro
			AMC-700		1	
			AMA-500-COR		1	
			AMQ-300-CO	1		
			16. Total			
G. Prepared By:		H. Date	I. Approved By			
			J. Date			
17. Price Group NA		18. Estimated Total Price NA				

INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP(Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANPLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMIA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of 2

A. Contract line Item No.		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]			
D. System/Item		E. Contract/PR No.	F. Contractor			
1. Data Item No. A002.		2. Title of Data Item AC Form 3370-2, Contract Employee Clearance Record		3. Subtitle		
4. Authority		5. Contact Reference DTFAAC-07-D-		6. Requiring Office AMC-700		
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency ASREQ		
12. Date of First Submission ASREQ		13. Date of Subsequent Submission ASREQ		11. As of Date (AOD)		
14. REMARKS: Contractor shall ensure an AC Form 3370-2 is prepared for each terminating contract employee. Final clearance will be accomplished by close of business the final workday of the contract employee or the next day under special conditions. Copies of AC Form 3370-2 will be distributed to the COR, CO, and AMC-700 after completion.			15. Distribution			
			a. Addressee	b. Draft Copies	c. Final Copies Reg.	d. Copies Repro
			AMC-700		1	
			AMA-500-COR		1	
			AMQ-300-CO		1	
			16. Total			
G. Prepared By:		H. Date	I. Approved By			
17. Price Group NA		NA				

INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP(Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANPLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMIA	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14	Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.		

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See item #14	Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.		

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of 2

A. Contract line Item No.		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]			
D. System/Item		E. Contract/PR No.	F. Contractor			
1. Data Item No. A003.		2. Title of Data Item Productive Hours Report		3. Subtitle		
4. Authority		5. Contact Reference DTFAAC-07-D--		6. Requiring Office AMA-500		
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency Monthly		
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission ASREQ		11. As of Date (AOD)		
14. REMARKS: Within 5 business days of the end of each month, the Contractor shall provide one electronic narrative Excel spreadsheet, transmitted via e-mail to the COR and to AMA-500's designated budget contact point, reflecting the total number of productive hours provided for the preceding month. Block 12: Within 5 business days of the end of first month of the contract The Contractor shall provide one hard copy via regular mail to the CO at: Contract Management Team, AMQ-340 PO Box 25082 Oklahoma City, OK 73125			15. Distribution			
			a. Addressee	b. Draft Copies	c. Final Copies Reg.	Repro
			AMA-500		1	
			AMA-100		1	
			AMQ-300		1	
16. Total						
G. Prepared By:		H. Date	I. Approved By			
J. Date						
17. Price Group		18. Estimated Total Price				

INSTRUCTIONS FOR COMPLETING FAA Template No. 59 (6/98)

- A. **Contract Line Item No.** Contract Line Item Number (CLIN) associated with this Contract Data Requirements List (CDRL).
- B. **Exhibit.** Exhibit identifier for this CDRL item.
- C. **Category.** TDP(Technical Data package), TM (Technical Manual), or Other (other, such as Provisioning, Configuration Management, Progress Reports, Meeting Minutes, Commercial Catalogs, Commercial Data Sheets, Software License Agreements).
- D. **System/Item.** System, item, project designator or name, or title of services being acquired that the data will support.
- E. **Contract/PR No.** Procurement Instrument Identification Number (PIIN) (i.e., the contract number, the Purchase Request (PR) number, the screening Information Request (SIR) number, or other appropriate designator.
- F. **Contractor.** Contractor's name.
- G. **Prepared by.** Preparer's organization responsible for preparing the CDRL.
- H. **Date.** Date the form was prepared.
- I. **Approved by.** Office responsible for approving the CDRL. The approving official's signature appears on the last page of exhibit.
- J. **Date.** The date the CDRL was approved.

1. **Data Item No.** The 4-character Exhibit Line Item Number (ELIN). The first position consists of the exhibit identifier and the remaining positions are assigned sequentially.
2. **Title of Data Item.** The title of the Data Item Description (DID) cited in item 4.
3. **Subtitle.** Further identification of the data item to supplement the title, if required.
4. **Authority (Data Acquisition Document No.)** DID identification number where detailed preparation instructions are provided.
5. **Contract Reference.** The specific paragraph number of the applicable contractual document that contains the tasking that generates a requirement for the data item. Normally, this will be a Statement of Work (SOW) paragraph.
6. **Requiring Office.** The technical office having responsibility for ensuring the technical adequacy of the data.
7. **DD 250 Required.**
8. **APP Code.** Identification, by entry of an "A," of a requirement for advance written approval prior to final distribution of an item of data. An "A" in this item indicates that one or more draft submittals are required. Item 14 will show length of turn-around time for the contractor to resubmit the data after Government approval/disapproval has been issued.
9. **Distribution Statement Required.**
10. **Frequency.** The frequency of data submittal. Entries in this item are explained in Table 1. If the data is of a recurring type, it is to be submitted at the end of the reporting period established in this item unless otherwise indicated in item 14.

Table 1. Data Submittal Frequency Codes

CODE	FREQUENCY	CODE	FREQUENCY
ANNLY	Annually	ASGEN	As generated
ASREQ	As required	BI-MO	Every two months
BI-WE	Every two weeks	CP/RQ	Change pages as required
DAILY	Daily	DFDEL	Deferred delivery
MTHLY	Monthly	ONE/R	One time with revisions
OTIME	One time (does not include draft submissions)	QRTLY	Quarterly
R/ASR	Revisions as required	SEMI	Every six months
WEKLY	Weekly	"N"TIME	Multiple separate submittals (2time, 3time, etc.)
See Item #14		Requirement is described in item #14. Used in lieu of other codes where such are inadequate to define requirement, or used in addition to other codes requiring amplification in item #14.	

11. **As of Date.** Date for cutting off collection of the data. If the data is to be submitted multiple times, a numeral will be entered to indicate the number of calendar days prior to the end of the reporting period, established in item 10, that data collection will be cut off. For example, "15" would place the "as of date" for the data at 15 days before the end of the month, quarter, or year, depending upon the frequency established in item 10; a "0 or blank" would place the "as of" date at the end of each month, quarter, etc.
12. **Date of First Submission.** Due date for initial data submission. This is normally the postage date or date the data is delivered to the Contracting Officer or keyed to a specific event or milestone, using a code from Table 2.

Table 2. Data Submission Codes

Code	Definition	Code	Definition
ASGEN	As generated	ASREQ	As required
DFDEL	Deferred delivery	"N"DAC	Days after contract award
"N"DACM	Days after contract modification	"N"DARP	Days after reporting period
"N"DARC	Days after receipt of comments	"N"DTC	Days after test completion
NLT	No later than	EOC	End of contract
EOM	End of month	EOQ	End of quarter
See item #14		Use to indicate requirement is described in item 14. Used in lieu of other codes where such are inadequate to define requirement or used in addition to other codes when amplification is included in item 14.	

The "N" is assigned a value indicating the number of days, e.g., 30 DAC

13. **Date of Subsequent Submission.** Due date(s) for subsequent data submission(s), if data is to be submitted more than once. If submittal is constrained by a specific event or milestone, the constraint will be given using a code from Table 2.
14. **Remarks.** Contains all pertinent information not specified elsewhere and any amplification of other items on this format (e.g., DID tailoring, approval criteria and authority, inspection and acceptance clarification, distributions statements, specific submission instructions, explanation of reproducible copy and delivery requirements, alternative medium for delivery of the data item, etc.)
15. **Distribution.** Addressees and the number of draft and final copies (regular or reproducible) to be provided to each. FAA facility designator and/or office symbols/codes may be used; however, an explanation of these will be provided in the Addressee Listing. When reproducible copies (e.g., magnetic diskettes/tape, vellum, negative, etc.) are required, an explanation will be provided in item 14. If deferred delivery is required, amplification will be given in item 14.
16. **Total.** Total number of draft and final (regular/reproducible) copies required.
17. **Price Group.** Not used.
18. **Estimated Total Price.** Not used.

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of 2

A. Contract line Item No.		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]		
D. System/Item		E. Contract/PR No.	F. Contractor		
1. Data Item No. A004.		2. Title of Data Item Personnel Status Report		3. Subtitle	
4. Authority		5. Contact Reference DTFAAC-07-D-		6. Requiring Office AMC-700	
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required		10. Frequency QRTLY	
				11. As of Date (AOD) See Block 14	
12. Date of First Submission	See Block 14	13. Date of Subsequent Submission		ASREQ	
14. REMARKS: Within 5 business days following each report period: the Contractor shall submit quarterly reports providing a complete listing by full name in alphabetical order with the social security number (SSN) of all contractor personnel who had access to an FAA facility, sensitive information and/or resources any time during the reporting period. (SSN shall be omitted from the CO and AMA-500 copies of reports.) Include the employee's task or subtask number; routing symbol, building(s) and room(s) in which he/she works; telephone extension number; work shift start and end times; DOT ID card number; parking decal number(s); and Government-issued key number(s). Block 12: Within 5 business days of the end of first month of the contract. Mailing address: Investigations and Internal Security Branch, AMC-700 FAA Aeronautical Center 6500 S MacArthur Blvd Oklahoma City, OK 73169 Contract Management Team, AMQ-340 FAA Aeronautical Center PO Box 25082 Oklahoma City, OK 73125 Academy Air Traffic Division, AMA-500 FAA Aeronautical Center PO Box 25082 Oklahoma City, OK 73125		15. Distribution			
		a. Addressee	b. Draft Copies	c. Final Copies Reg.	d. Copies Repro
		AMC-700		1	
		AMA-500-COR		1	
		AMQ-300-CO		1	
16. Total					
G. Prepared By:		H. Date	I. Approved By		
J. Date					
17. Price Group NA		18. Estimated Total Price NA			

CONTRACT NO. DTFAAC-07-D-

Contractor

1111

[illegible]

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of 2

A. Contract line Item No.		B. Exhibit na	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]	
D. System/Item		E. Contract/PR No.	F. Contractor	
1. Data Item No. A005.		2. Title of Data Item Computer Hardware-Software Report		3. Subtitle
4. Authority		5. Contact Reference DTFAAC-07-D-		6. Requiring Office AMA-500
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency QTRLY
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission ASREQ		11. As of Date (AOD)
14. REMARKS: Within 5 business days of the end of each calendar quarter, the Contractor shall provide one electronic Excel spreadsheet, transmitted via e-mail to the COR, showing all items of computer hardware (computers and peripherals) and software provided by the contractor for use by personnel. Block 12: Within 5 business days of the end of the first calendar quarter of the contract			15. Distribution	
			a. Addressee AMA-500-COR	b. Draft Copies
			16. Total	
G. Prepared By:		H. Date	I. Approved By	
J. Date				
17. Price Group NA		18. Estimated Total Price NA		

COMPUTER HARDWARE-SOFTWARE REPORT

CONTRACT NO. DTFAAC-07-D-

BEGINNING DATE:

Contractor

ENDING DATE:

Item Number	Hardware Item or Software Item	Brand	Model / Serial Number	Description / Specifications	FAA Approval
1	Computer	Dell	XXXXXX / N234	Dell Pentium IV, 3.0GHz CPU, 40GB Hard Drive, 24X DVD Drive, 19-inch flat-panel monitor, video card w/32MB VRAM, Soundblaster Live Sound Card, Altec Lansing stereo speakers w/subwoofer, 101 key keyboard, and scroll mouse	
2	Analog Modem	US Robotics	XXXXXX / N234	212Kb Flex Internal Modem	
3	Operating System	Microsoft	XXXXXX / N234	Windows XP Professional	
4	Office Suite	Microsoft	XXXXXX / N234	Microsoft Office Professional 2003	
5					
6					
7					
8					

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of 2

A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]	
D. System/Item		E. Contract/PR No.		F. Contractor	
1. Data Item No. A006.		2. Title of Data Item Contractor Hours with Labor Distribution Report		3. Subtitle	
4. Authority		5. Contact Reference DTFAAC-07-D-		6. Requiring Office AMA-500	
7. DD 250 Req'd no no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency BI-WE	11. As of Date (AOD)
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission ASREQ		15. Distribution	
14. REMARKS: Within 5 business days of the end of each invoice period, the Contractor shall provide one electronic Excel spreadsheet, transmitted via e-mail to the COR, showing staffing data as of the last business day of each invoice period. Data will reflect the course number (e.g., 50019) and/or activity type (e.g., Provide Agency Information), labor type (e.g., course revision), and total numbers of hours for each labor type by employee. Block 12: Within 5 business days of the end of the first two (2) weeks of the contract.				a. Addressee	b. Draft Copies
					c. Final Copies Reg.
				AMA-500-COR	1
				AMA-100	1
				16. Total	
G. Prepared By:		H. Date	I. Approved By		J. Date
17. Price Group NA		18. Estimated Total Price NA			

LABOR DISTRIBUTION REPORT**CONTRACTOR'S NAME****PERIOD START DATE:****PERIOD END DATE:****CONTRACT EMPLOYEE HOURS REPORT**
INVOICE PERIOD #**CONTRACT NO. DTFAAC-07-D-**
Contractor

Last Name	First Name	Task or MI Subtask	Category	Course Number	Labor Type	Number of Hours
Doe	Jane	P 10A	DPT	50145	revision	80
Brown	John	T 10B	instructor	50143	course prep	4
				50143	instruction	36
				50143	revision	40
Smith	Alice	S 11	instructor	50145	course prep	10
				50145	instruction	70

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of 2

A. Contract line Item No.		B. Exhibit	C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]			
D. System/Item		E. Contract/PR No.	F. Contractor			
1. Data Item No. A007.		2. Title of Data Item Activity Report		3. Subtitle		
4. Authority		5. Contact Reference DTFAAC-07-D-		6. Requiring Office		
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency Monthly		
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission AS REQ		11. As of Date (AOD)		
14. REMARKS: Within 5 business days of the end of each month, the Contractor shall provide one electronic narrative Word document, transmitted via e-mail to the COR, and to all of AMA-500's managers and supervisors, reflecting the significant activities in each task and subtask, projected staffing changes, and any problems or concerns for the preceding month. Block 12: Within 5 business days of the end of first month of the contract. The Contractor shall provide one hard copy via regular mail to the CO at: Contract Management Team, AMQ-340 PO Box 25082 Oklahoma City, OK 73125			15. Distribution			
			a. Addressee	b. Draft Copies	c. Final Copies Reg.	d. Copies Repro
			AMA-500		1	
			AMQ-300		1	
			16. Total			
G. Prepared By:		H. Date	I. Approved By			
J. Date						
17. Price Group		18. Estimated Total Price				

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of 2

A. Contract line Item No.		B. Exhibit		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]			
D. System/Item		E. Contract/PR No.		F. Contractor			
1. Data Item No. A008.		2. Title of Data Item Training Report		3. Subtitle			
4. Authority		5. Contact Reference DTFAAC-07-D		6. Requiring Office AMA-500			
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency Bi-weekly	11. As of Date (AOD)		
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission As required		15. Distribution			
14. REMARKS: Within 5 business days of the end of each invoice period, the Contractor shall provide information in writing to the COR reflecting any hours expended in support of certification or other training for contract employees. The report should reflect both subtotals in each applicable labor category to the training of each employee, as well as the total for the period. Block 12: Within 5 business days of the end of the first two (2) weeks of the contract. The Contractor shall provide a hard copy of the information to the CO at: Contract Management Team, AMQ-340 PO Box 25082 Oklahoma City, OK 73125				a. Addressee	b. Draft Copies	c. Final Copies Reg.	d. Copies Repro
				AMA-500		1	
				AMQ-300		1	
16. Total							
G. Prepared By:		H. Date		I. Approved By		J. Date	
17. Price Group				18. Estimated Total Price			

CERTIFICATION REPORT

[contractor name]

[date]

CONTRACT EMPLOYEE CERTIFICATION REPORT

CONTRACT NO. DTFAAC-07-D-

Contractor

DATE:

The following information is required for each contract employee

Last Name	First Name	MI	Task or Subtask	Job Title	Course Number	Block or Lesson No.	Lab
Brown	John	T	11	instructor	50143		
					50143		
					50143		
Smith	James	S	12	instructor	50145		
					50145		

CONTRACT EMPLOYEE TRAINING SUPPORT REPORT
INVOICE PERIOD #
BEGINNING DATE:
ENDING DATE:

CONTRACT NO. DTFAAC-C
Contr

The following information is required for each contract employee in training (developmental) status during the invoice period

Task	Subtask	Status	Last Name	First Name	Category	Hours Trainee was in Pay Status	Hours Support Other Employ
1	1A	Trainee	Smith	John	Pseudo-Pilot	65.00	
		Trainer			Pseudo-Pilot Supervisor	0.00	:
		Trainer			Pseudo-Pilot	0.00	:
		Support			Instructor	0.00	:
TOTALS - This trainee, this period						65.00	:

CONTRACT DATA REQUIREMENTS LIST (CDRL)

Page 1 of 2

A. Contract line Item No.		B. Exhibit attached		C. Category (Check appropriate one) TDP <input type="checkbox"/> TM <input type="checkbox"/> Other [X]			
D. System/Item		E. Contract/PR No.		F. Contractor			
1. Data Item No. A009.		2. Title of Data Item Contract Funds Status Report (CFSR)		3. Subtitle			
4. Authority		5. Contact Reference DTFAAC-07-D-		6. Requiring Office AMA-500			
7. DD 250 Req'd no	8. APPROVAL Code A	9. Distribution Statement Required NA		10. Frequency MTHLY	11. As of Date (AOD)		
12. Date of First Submission See Blk 14		13. Date of Subsequent Submission ASREQ		15. Distribution			
14. REMARKS: For t For the monthly invoice period, the Contractor shall provide one electronic Narrative Word document, transmitted via e-mail to the COR, and one mailed copy to the CO. Include the following information: Contractor Name Contract Number Date of Report Delivery Order/Task Request No. The document shall identify the following for all hours expended on the contract during the period invoiced. Contract Line Item No. Description Delivery Order Totals (Estimates) Delivery Order Funding Amount Delivery Order/Task Cumulative Expenses Incurred Amount Billed Current Balance of Funds Comments				a. Addressee	b. Draft Copies	c. Final Copies Reg.	d. Copies Repro
				AMA-500-COR AMQ-300-CO		1 1	
16. Total							
G. Prepared By:		H. Date	I. Approved By		J. Date		
17. Price Group NA		18. Estimated Total Price NA					

CLIN	DESCRIPTION	CUMULATIVE NOT-TO- EXCEED AMOUNT	CURRENT PERIOD EXPENSES	CUMULATIVE EXPENSES	BALANCE OF FUNDS
0002	Program Mgmt, ISD and Reports	\$	\$	\$	\$
0003	Pseudo Pilot Support Services	\$	\$	\$	\$
0004	Specialized & Advanced Instruction	\$	\$	\$	\$
0005	Instruction for AT Initial Courses	\$	\$	\$	\$
0006	Fixed Fee	\$	\$	\$	\$
0007	Travel	\$	\$	\$	\$
0008	Over and Above Requirements	\$	\$	\$	\$